



Grant Application Guidelines

Overview

- The purpose of the grant is to assist with funding events that will attract out-of-town visitors to Grove that will stay overnight in our local hotels and motels;
- Only events that meet the established criteria are eligible to receive grants;
- Maximum amount of grant funding per Event is \$2,500.00.
- Grants from the Grove Convention and Tourism Bureau (CTB) are contingent upon funds being available.

Grant Application Period

- Application Period Opens September 15, 2016
- Deadline to submit application November 1, 2016
- Grants awarded January 26, 2017

Application Process

- Applications must be turned in no later than thirty (30) days prior to the event;
- A minimum of ninety (90) days is recommended to ensure applicant time to secure alternate sources of funding if needed;
- Application must be fully completed and all supporting documents shall be included.

Requirements for Consideration

Pre-Event:

- Submit complete application with required documentation;
- Groups/organizations are responsible for checking with other entities to ensure their event dates do not conflict with other events, especially those requiring lodging accommodations;
- Estimate number of anticipated overnight and day out-of-town attendees and number of visitors spending; (actual must be provided Post Event Report);
- Copy of Organizations W-9 Form
- Grove CTB logo shall be included in all pre-event print, media, social media coverage plus all pre-event advertising and marketing.
- 50% of the approved grant amount will be provided prior to the event.

Post-Event:

- Grove CTB logo shall be included in all post-event print, media and social media coverage;
- Copies of each print promotion and screen shot of website and social media coverage, plus copies of any advertising and marketing items used must be provided to Grove CTB;
- Post Event Report must be completed and submitted to the Grove CTB no later than thirty (30) days following the event; if the report is approved by a majority of the CTB members, the remaining 50% of the approved grant amount will be paid.